CORDLESS ANSWERING SYSTEM TELEPHONE 7620

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Installation

Table Installation

1. **Choose a spot near an electrical outlet and a telephone jack.**
   - This phone requires a modular telephone jack and a standard (110v AC).
   - The outlet should not be controlled by a wall switch: if the switch is ever turned off, the phone will not operate.
2. **Install the handset battery.**
   - Remove the battery case cover on the handset by pressing on the indentations and sliding the cover downward.
   - Plug the battery pack cord into the handset and rest the cords on top of the battery pack.
   - Replace the cover by sliding it on its track up over the battery compartment until it snaps firmly in place.
3. **Insert the microcassette.**
   Lift the cover. Insert the cassette with the full reel to the right.
4. **Set the dial mode switch** on the bottom of the base to **TT** if you have touch-tone service or **DP** if you have dial pulse/rotary service.
5. **Set the ringer switch.**
   Set the switch to ON (the handset will ring) or OFF (the handset will not ring).
6. **Connect the telephone line cord.**
   Plug one end of the telephone line cord into the jack on the top side of the base. Plug the other end of the line cord into a modular jack. Make sure the plug snaps firmly into place.
7. **Plug in the power cord.**
   Plug the AC adapter on the power cord into an electrical outlet.
8. **Charge the handset batteries for 10 hours.**
   Place the handset in the base. The CHARGING light on the base goes on to show the handset is in the right position to charge the batteries.
9. **Check for dial tone.**
   After the batteries are charged, pick up the handset and extend the base antenna. Press PHONE: the PHONE light should go on and you should hear a dial tone.

Wall Mounting Installation

1. **Follow steps 1-5 in TABLE INSTALLATION.**
2. **Choose and mark the mounting position.**
   The mounting screws should screw into a wooden stud within the wall. Use the Wall Mounting Template and a pencil to mark the screw positions on the wall.
3. **Install the mounting sleeves and screws.**
   Start the screw holes in the marks you made on the wall. Now slip the mounting sleeves onto the screws, with the larger end of the sleeve toward the screw head. Insert the screws in the holes you started, and tighten until the smaller end of the sleeve is flat against the wall.
4. **Reverse the switch hook.**

In order to “hang up” the handset when the base is wall mounted, you’ll need to remove the switch hook, reverse it, and replace it in the base.

5. **Connect the telephone line cord.**
   Plug one end of the telephone line cord into the jack on the top side of the base. Plug the other end of the line cord into a modular jack. Make sure the plug snaps firmly in place.
6. **Mount the base on the wall.**
   Hold the base so the mounting sleeves on the wall fit into the holes on the bottom of the base. Slide the base down onto the mounting sleeves until it locks into place.
7. **Follow Steps 7-9 in TABLE INSTALLATION.**

Setting the Clock

The clock feature will record the day and time of each message received.

NOTE: If the clock is not set, the time/day of each message will not be present.

To set the clock (open cassette door)

1. Press CHANGE, then CLOCK. You hear a day of the week.
2. Press REPEAT or FORWARD until you hear the correct day.
3. Press CLOCK to hear the hour.
4. Press REPEAT or FORWARD until you hear the correct hour. Make sure the hour is correct for AM or PM.
5. Press CLOCK to hear the minute.
6. Press REPEAT or FORWARD until you hear the correct minute.
7. Press CLOCK. You will hear the day and time setting.

To review the clock

- Press CLOCK. You will hear the day and time setting.

NOTE: If AC power fails you will need to reset the clock.

Telephone Operation

Making a Call

1. Press PHONE and wait for the PHONE light to go on.
2. When you hear a dial tone, dial the number.

NOTE: You might experience a slight delay before you hear a dial tone, as the AutoSelect ® feature searches for a clear channel.

Answering a Call

- **If the handset is in the base,** lift the handset. The PHONE light goes on, and the call is connected.
- **If the handset is away from the base,** press PHONE. The PHONE light goes on, and the call is connected.

Ending a Call

- **If you are near the base,** place the handset in the base.
- **If you are away from the base,** press OFF.

Redial

The last number dialed on this phone is stored in redial memory until you dial another number.

1. Press PHONE, and wait for the PHONE light to go on.
2. When you hear a dial tone, press REDIAL.

Special Telephone Services

If you subscribe to special local telephone company services like Call Waiting or Call Forwarding, you can access them by pressing PHONE whenever you would press the switchhook on a regular phone. This is like the Flash feature on some other phones.

Temporary Tone

If you have dial pulse (rotary) service, this feature allows you to enter codes or tones needed to operate answering machines, or use electronic banking services, calling cards, and other special services. This feature will operate most special services; however, some services may actually require a touch tone line. To be sure, ask the company that provides the special service.

1. Dial the call, then press TONE *. Any buttons pressed after this send tone signals.
2. After you hang up, the phone automatically returns to dial pulse (rotary) dialing.

NOTE: If you have touch tone service, you do not need to use the Temporary Tone feature.

Page

The page feature allows you to signal someone at the handset from the base.

- Press PAGE/FIND on the base. A 3-part paging tone will sound at the handset.

Find

This feature is useful if you misplace the handset.

To locate the handset using this feature:

Press and hold PAGE/FIND on the base for approximately three seconds. A repeating paging tone is sounded in the handset.

To cancel the Find feature, press OFF on the handset or PAGE/FIND on the base.

NOTE: The Find feature will turn itself off in approximately 3 minutes if you haven't turned it off before then.

Memory

This cordless phone can store nine telephone numbers that you can dial just by pressing MEMORY and one of the number buttons.

Storing a Number in Memory

1. Make sure the handset is OFF.
2. Press MEMORY.
3. Enter the phone number (up to 16 digits).
4. Press MEMORY. The PHONE light flashes.
5. Press any number button from 1 to 9 for the memory location where the number is stored.
6. A three-part tone confirms that the number was stored properly. If you hear a long buzzing tone, or nothing at all, press OFF; then follow the steps above to store the number again.

NOTE: You may choose to store emergency numbers in memory locations. This feature is provided only as a convenience and the manufacturer assumes no responsibility for customer reliance upon the memory feature.

Dialing a Number in Memory

1. Press PHONE.
2. Press MEMORY.

3. Press the number button (1-9) you assigned to the number you're calling.

Directory Card

There is a directory card with an erasable surface located on the base to record names or telephone numbers of the numbers stored in memory locations.
To write on the card, remove the plastic cover by inserting a pointed object in the hole and prying the cover up until it pops out.
NOTE: The numbers stored in memory might be lost when you change the handset batteries or if the batteries run down completely; if this happens, you'll need to store the numbers again.

Replacing a Stored Number

You can replace a stored number by storing a new number in its place.

Storing a Pause in a Memory Dial Number

If this phone is connected to a switchboard, you might have to dial an access number (usually 9) to get an outside line. You can store the access number and a pause in the dialing sequence; the pause allows the switchboard enough time to get an outside dial tone.

1. When storing a memory number (see above), press and hold the number button of the digit that comes just before the pause until a second beep is heard. This inserts a 2-second pause.
2. You can insert a longer pause by continuing to press and hold the number button of the digit that comes before the pause. A beep is heard for each 2-second pause inserted.

NOTE: Each pause you store is counted as a digit. You can store up to 16 digits in each memory location.
For example, to store 9, PAUSE, 555-1234 in memory location 3:
Press MEMORY. Press and hold 9 until a second beep is heard. Then press 5551234 MEMORY 3.

Answering System Operation from the Base

Record an Announcement

1. Press CHANGE (located in the cassette compartment).
2. Press ANNC. After you hear a beep, record your announcement (up to 30 seconds).
3. When you are finished, press STOP.

Review Your Announcement

Press ANNC. The recorded announcement will play until the end or until you press STOP.

Ring Select/Toll Saver

This answering system has three Ring Select choices, **2, 4,** and **TS** (Toll Saver).
Set to 2 if you want the system to answer calls after the second ring.
Set to 4 if you want the system to answer calls after the fourth ring.
Set to TS (toll saver) if you want the system to answer calls after the second ring when you have new messages and after the fourth ring when you do not have new messages. On this setting, when you call from another location for messages, you can hang up after three rings knowing you have no new messages, thus saving on toll charges.

Automatic Answering Operation

The system is ready to answer calls when it is on and the tape is not full.
After playing your announcement and sounding a beep, the system records your caller's message: it stops when the caller hangs up or is silent for more than 7 seconds. Messages can be up to 4 minutes long.
Callers can press * to bypass the announcement after it begins.

Messages Light

When you have messages the Message Light blinks to show how many. For example, if you have three messages, the Light blinks 3 times, then pauses, then blinks 3 times again. If you have no messages, the light is on steadily.

Listening to Your Messages

Before listening to your messages, set the message Volume control to the middle.
Press and release PLAY. The system rewinds the message tape and begins to play all messages. You can pause message playback by pressing STOP. Press PLAY or FORWARD when you want to resume playback.
To listen to new messages only, press and hold PLAY for 1.5 seconds.

Save Your Messages

After you listen to your messages, the system automatically saves them, and is ready to answer new calls. To record new messages over old ones, see "Clear Messages".

Clear Messages

If you want to clear the messages, press and hold CLEAR MSGS for 1.5 seconds. The system rewinds the tape to the beginning.

Rewind and Repeat Messages

If you want to hear a message again, tap REPEAT to hear the current message or return to the previous message. If there are more than 10 messages, you might have to press and hold REPEAT.
To return to an even earlier message, hold down REPEAT. The system rewinds the tape until you release REPEAT, and messages begin to play from that point on the tape.

Fast Forward and Skip Messages

Tap FORWARD to skip to the next message. If there are more than 10 messages, you might have to press and hold FORWARD.
To skip more than one message, hold down FORWARD. The system advances the tape until you release FORWARD, and messages begin to play from that point on the tape.

Message Volume Control

Use the message VOLUME control to adjust the sound of your incoming messages. Move the control to find a comfortable listening level. This does not affect the level of the announcement heard by callers.

Priority Calling

Callers to whom you've given the Priority Calling Code will be able to signal you that they are calling. Callers must use a touch tone phone.

Your caller should

1. Dial your telephone number.
2. When the announcement begins to play, press ## (the Priority Calling Code).
3. The system beeps three times, then pauses. Both you and the caller can hear the beeps. This is repeated until you answer the phone.

If you do not answer after 30 seconds, the caller hears two beeps, indicating the system is ready for another command. The caller can then press * and leave a message after the beep.

Call Screening/Call Interest

Call Screening lets you listen to your incoming calls without answering the phone. While screening a call, you can also use the cordless handset or lift the handset of any extension phone to talk to the caller. When you intercept a call, the system stops playing or recording and prepares to answer future calls.

1. If the handset is away from the base, press ANS SYSTEM and wait for the ANS SYSTEM light to go on.
2. You will hear your own announcement and the caller's message.
3. To end the call without answering, press and release OFF, or return the handset to the base. **OR** To pick up the call, press PHONE. The PHONE light will go on and the answering system will stop. (If the answering system doesn't stop, press PHONE.)

Record a Message When System is OFF

If you receive a call when the answering system is off, the system answers after 10 rings. The caller can then press * after the 2-beep signal to record a message. If the tape is not full, the system beeps and begins recording the message.

About Microcassettes

An MC-30 microcasette can record approximately 15 minutes on each side. When the message tape is full, the system cannot record a caller's message. Clear the tape, turn it over, or replace it.
NOTE: Clean tape heads once a month. Remove microcasette and wipe tape heads clean, dry cloth. Replace microcassette.

Answering System Operation from Cordless Handset or Remote Touch Tone Phone

You can operate the answering system from the cordless handset, or from any touch tone phone away from your home or office. The labels above the number buttons on the cordless handset will remind you of the correct buttons to press for each operation.
If you're away from your home or office, follow the number button presses shown on the convenient wallet card included with this phone.

Connect with the Answering System (from the cordless handset)

1. Press ANS SYSTEM. The ANS SYSTEM light goes on.
2. The system announces whether or not you have messages, beeps twice, and is ready to accept a command.

(from a remote touch phone)

1. Dial your telephone number.
2. When your answering system responds, enter your 2-digit Remote Access Code. The system announces whether or not you have any messages, then beeps twice, and is ready to accept a command.

Remote Access Code

The Remote Access Code is a 2-digit security code which lets you access your answering system remotely. The factory setting is 50, but you can change this number (only from the cordless handset or a remote touch phone).

To change remote access code

1. Press #, 9 after the two beeps.
2. Enter a new code between 50 and 99.
3. If the entry is valid, the system announces your code, followed by two beeps. If the entry is invalid, you will hear a 5-beep signal.

To review remote access code

- Press 9 after the two beeps. The system announces your code followed by two beeps.

Play All Messages

Press and release 1.

Play New Messages Only

Press and release 2.

Save Messages

The system automatically saves messages after playback.

Clear Messages

Press 3 3. The system will now record new messages over old ones.

Repeat/Rewind

Press and release 4 while the system is playing messages. The system stops playing, rewinds, then resumes playing. Each time you press 4 the system rewinds for a few seconds.

Fast Forward

Press and release 6 while the system is playing messages. The system stops playing, advances the tape, then resumes playing. Each time you press 6, the tape advances a few seconds.

Stop

Press 5 while the system is playing a message. The system stops playing, beeps twice, and is ready to accept a command.

Outgoing Announcement

To record an announcement

1. Press # 7. The system beeps and then begins recording.
2. Press 5 when you are done. If you pause for more than 7 seconds the system will stop recording.
3. The system beeps and replays the announcement.

To review an announcement

- Press 7 after the 2-beep signal.

Clock

To review day/time setting

Press and release 8. The system announces the current day/time setting and beeps twice to indicate it is ready to accept a command.

To change day/time setting

1. Press and release # 8. The system announces the current day setting.
2. **To set day,** press and release 4 to move a day earlier or 6 to move a day later. When you hear the correct day, go on to set the hour.
3. **To set the hour,** press and release 8. The system announces the current hour setting. Press and release 4 or 6 to move the hour up or down. When you hear the correct hour setting, go on to set minutes.
4. **To set minutes,** press and release 8. The system announces the current minute setting. Press and release 4 or 6 to move the setting up or down. When you hear the correct minute setting, press 8.
5. The system announces the new day/time setting, and beeps twice to indicate it is ready for another command.

Room Monitor

This feature lets you call the answering system from a remote touch tone phone (one with a different number) and listen to activity in the room. Press 6 # to listen for 30 seconds. To listen for another 30 seconds, press 6 # again.